

SECRET

Approved For Release 2001/09/03 : CIA-RDP74-00390R000200030010-2

25X1A

13 February 1970

Current information on Agency Archives to supplement your earlier material:

- (1) The volume in the Agency Archives Collection to date is 12,749 cubic feet. Other volumes on hand are provided for comparison. Archives come from Office Records. No Archives come from Vital or Supplemental items.

Type Record	Volumes (cu. ft.)	
	1 Jan 70	1 Feb 70
Archives	12,677	12,749
Inactive Office	61,275	61,555
Vital	9,201	8,749
Suppl. Distr'm.	16,630	15,676
Total	99,783	98,729
Less (Suitland)	(15,579)	(14,616)

- (2) OSS Files at Archives and Records Center

<u>Records Center</u>	<u>Cu.Ft.</u>
OSS Operational and Support Files	4,151
Gen. Donovan's Papers	<u>107</u>

Total OSS Files with DDP Inactive Records 4,258

Archives

OSS Photos	468
Negatives	126
Maps	26
Intelligence Reports	22
Microfilm	<u>2</u>

Total OSS Files in Agency Archives 644

Total OSS Volume 4,802

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(3) OSS Records in Headquarters

<u>Location</u>	<u>Cu. Ft.</u>
DDP/OpsServ/RID	1,796
Historical Intelligence Collection	<u>16</u>
Total OSS Material in Headquarters	1,812

(4) Estimated Archival Records in Storage:

Among the 61,275 cu. ft. of Inactive Office Records at the Center on 1 Jan. 1970 the permanent records of continuing value for Archival consideration are:

<u>Inactive Office Records</u>	<u>Cu. Ft.</u>
All Scheduled as Permanent	10,362
Half the Indefinite Unscheduled Records (Total 29,486)	<u>14,743</u>
Initial Transfer to Archives for Review	25,105
Destroy one-third as duplicate	<u>8,368</u>
About two-thirds will become Archives	16,737
Plus existing Archives Collection	<u>12,677</u>
Total Estimated Volume of Archives	29,414

Note:

The volume of Indefinite Unscheduled Records above includes all (4,000 cu. ft.) of the OSS Files.

We find we dispose of only a third of the files being moved into the Archives in recent months. During the first several years we found we were disposing of half the Archival reviewed. We believe the Records Program schedules and improved file systems are beginning to be reflected in less duplication of retired permanent files. More components are recognizing "Office of Record" responsibility.

DDS/SSS/RAB [REDACTED] ms (13 Feb. 70)

15/

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Chief

Records Administration Branch

Orig - addressee
1 - RAB
1 - C/RAB